

FENCE CHECKLIST

NAME OF APPLICANT: _____

ZONING DISTRICT: _____

PROPERTY ADDRESS: _____

P.I.N.: _____

PHONE NUMBER: _____

MOBILE PHONE: _____

On November 26, 2002 the City Code of Cold Spring was amended to require that after that date a Zoning Permit must be obtained each time that a fence is constructed or each time that significant changes are made to an existing fence. There is a fee of \$30 for this permit and an additional fee of \$30 may be charged for any re-inspection that may be required as a result of the applicant failing to follow the proper procedure. Applications obtained after the work has begun will be charged a penalty of 50% of the permit fee. Two inspections are required and included in the initial fee; one immediately prior to constructing the fence to ensure that the planning and design of the fence will meet all requirements, and one after the project is complete to ensure that the construction conforms to the plans and designs that you proposed to the Building Inspector. The applicant is responsible for calling for each inspection; no inspection will be made until you have done so, and there may be penalties for not calling for the inspections at the proper time. The City has prepared a helpful form which illustrates how the fence is to be constructed; ask staff for a copy if you did not receive a copy with this application.

Do not check the boxes on this form; this section must be completed by the Building Inspector. The Inspector will check “yes” if the fence meets that specific requirement or there is an unusual reason that the requirement does not apply (in which case the reason must be noted in the space provided). For any conditions that do not meet the requirements and will require a re-inspection, the Building Inspector shall note the correction that must be made. If a survey of your property is required in order to locate property monuments, staff at City Hall can provide you with names of parties qualified to do that work.

- | YES | NO | # | Item | | | | | | | | | | | | |
|--------------------------|-----------------------------|--------------------|--|------------|-----------------------------|-------------|------------|---------------|--------------------|--------------------|---------------|-----------|-----------|-------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | <p>Site Plan. The site plan must be neatly drawn <u>to scale</u>; grid paper is available at City Hall if needed. Be sure to draw, label and show dimensions for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">___ Houses</td> <td style="width: 33%;">___ North Directional Arrow</td> <td style="width: 33%;">___ Streets</td> </tr> <tr> <td>___ Alleys</td> <td>___ Sidewalks</td> <td>___ Property Lines</td> </tr> <tr> <td>___ Lot Dimensions</td> <td>___ Driveways</td> <td>___ Decks</td> </tr> <tr> <td>___ Wells</td> <td>___ Utility Sheds</td> <td>___ Easements</td> </tr> </table> | ___ Houses | ___ North Directional Arrow | ___ Streets | ___ Alleys | ___ Sidewalks | ___ Property Lines | ___ Lot Dimensions | ___ Driveways | ___ Decks | ___ Wells | ___ Utility Sheds | ___ Easements |
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| ___ Lot Dimensions | ___ Driveways | ___ Decks | | | | | | | | | | | | | |
| ___ Wells | ___ Utility Sheds | ___ Easements | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | <p>Finished Side. The side of the fence facing property other than that of the owner must have a finished appearance.</p> <p>Side that is finished: Interior only _____ Exterior only _____ Both _____</p> | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | <p>Easements. No Fence shall be erected upon or within any platted or otherwise designated easement without the prior written approval of the Zoning Administrator. Nearly all property within new subdivisions contain easements on all sides of the property. In most cases these easements are not utilized for major utilities, and in such cases a fence may be allowed within that easement. In other cases the City may prohibit the placement of fences due to the existence of major utilities.</p> <p>No easements _____ Easements not significant _____ Easements must be avoided _____</p> | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | <p>Right-of-Way. No Fence shall be permitted to encroach in any public right-of-way. Building Inspector should verify that fence will not encroach on right-of-way.</p> | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | <p>Prohibited Material. No residential Fence shall be constructed of any electrically charged element, unless located underground (for example, invisible or underground pet fencing), or barbed wire; except that in the General Industrial District barbed wire may be used above a height of six and one-half (6½) feet when incorporated with a permitted Fence, and except areas utilized for agricultural purposes, for example, pasture and cropland. Building Inspector should verify that prohibited materials are not utilized in fence design.</p> | | | | | | | | | | | | |

6. **Approved material.** A Fence shall be constructed of stone, brick, finished wood, durable vinyl or other durable plastic materials, ornamental non-corrosive aluminum or iron, or chain link.

Type of material used (list all): _____

7. **Setbacks.** A Fence may be located up to the property boundary provided that the property owner is capable of maintaining the Fence and the Lot, and only if the Zoning Administrator determines that such location will not adversely affect the neighborhood.

Setbacks: Front _____ Side 1 _____ Rear _____ Side 2 _____

If constructed at the property line, describe here how the fence and area around the fence will be maintained.

8. **Iron Monuments.** Immediately prior to erecting a Fence the property owner must demonstrate to the Building Inspector the location of the boundaries to the property to be enclosed by the fence; as shall be determined solely by iron monuments placed by a licensed land surveyor.

Status of Monuments: Monuments found _____ Survey required _____

9. **Depth of Post Holes.** All post holes must be at least 30" inches deep for fences 6' high or less, and 42" if higher than 6' . Proof of compliance with this requirement will be determined during the initial inspection.

10. **Height Restrictions Front Yard.** No fence shall exceed four (4) feet in height in any front yard in a residential district. No fence is permitted within the front yard of a non-residential district.

Height of fence in front yard _____

11. **Height Restrictions Side and Rear Yard.** No fence shall exceed six feet in height in any side or rear yard; **except** that when the adjoining lot is not in a residential zone or when the lot is adjacent to a Thoroughfare, Arterial Street or Collector Street as defined in Section 320:18 of City Code the fence may be constructed to a height not to exceed eight (8) feet. Greater heights may be permitted by Special Use permit in Commercial or Industrial Zoning Districts, or as may otherwise be required.

Height of fence in front yard _____ Height of fence in rear yard _____

12. **Finish Applied to Fence.** When fencing materials are not designed with the final finish, the property owner should apply final finish prior to calling for final inspection (unless other arrangements have been made with the Building Inspector).

APPLICANT

Signed

Date Submitted

BUILDING INSPECTOR

Signed

Date Fully Approved